

WAYS TO CREATE A PRESENTATION

There are several different ways to create a presentation in the PowerPoint program. These ways are described in the table below.

Create New Options	Description
Blank Presentation	This option will create a presentation with a white background and black lettering. This is the same as what is displayed when PowerPoint is opened. This type of presentation doesn't provide any formatting, text, etc.
Installed Templates	This option provides sample presentations that may be modified to meet individual needs. The design, animation, and so forth are already chosen for the presentation.
Installed Themes	This option provides the overall design for a presentation. It includes preset colors, fonts, and other design elements.
My Templates	If this version of PowerPoint, it is possible to create and save templates for future presentations. These templates are accessible through this option.
New From Existing	A presentation that was created earlier may be used to create a new presentation. When this option is chosen, the Open dialog box will display which allows the presentation to be opened. The presentation can then be saved with a new name.
Microsoft Office Online	This option provides several different templates and themes that may be used to create a new presentation. In order to access these templates and themes, access to the Internet is required.